

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, July 14 in in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Susan Hyland, Carole Andrews, Craig Huxford, Bill Clancy,
Jesse Brunette

Excused: JoAnn Grashberger

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Deputy Director
Eric Johnson, Finance Manager
Luke Schubert, Hospital & Nursing Home Administrator
Nursing student

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
LAUNDRIE/ANDREWS moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of June 9, 2016 Human Services Board Meeting:**

ANDREWS/HUXFORD moved to approve the minutes dated June 9, 2016.
The motion was passed unanimously.
4. **Executive Director's Report:**

Executive Director Pritzl handed out his report (attached).

Q: Citizen Board Member Laundrie asked if many of the clients that go to the CTC have co-occurring issues.
A: Executive Director Pritzl that they could have a substance use issue or co-occurring issues. The concept would be to bring them to Bay Haven first in order for them to meet with a treatment group and then move onto an assessment. We are still working to figure out the best route for residential treatment needs.

Q: Citizen Board Member Andrews asked if we treat patients from other counties at our facility where other counties are responsible for payment.
A: Executive Director Pritzl said that we serve more out of county adults than children. We do have emergency detentions that we handle when needed.

Citizen Board Member Laundrie wanted to state that the Pillars of Leadership we shared is a wonderful hands-on tool for anyone working in the department to know what leadership is going to provide.

Director Pritzl invited the board members to attend an agency fair we are hosting in September and handed out the flyers.

ANDREWS/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

5. Administrator Report (CTC):

The NPC monthly report was submitted with the board packet agenda. CTC Administrator Schubert highlighted parts of his report. He stated we are aiming for a Sept 1 or Oct 1 start date for the pharmacy vendor.

DHS 124 regulations which cover our psychiatric hospital have been left to 'sunset' as of July 1st which means that we need to follow federal regulations only and not the combination of state/federal regulations.

Schubert stated that we have not replaced the Laboratory Manager who retired and are two months in with data collection. We have been sending 90% of our lab testing to Bellin with the exceptions being five tests we have been granted waivers for. The process thus far has been working very seamlessly with a good turnaround time. We will now analyze the financial impact of not running an in-house lab. We do have a contract with Bellin but haven't utilized them in the past for these services. If we are going to go down the path of contracting out lab services out permanently, we would go through the Request for Proposal (RFP) process. The remaining lab staff will still be needed for blood draw and specimen collection.

HUXFORD/HYLAND moved to receive and place on file.

Motion was carried unanimously.

6. Financial Report:

Financial Manager Eric Johnson handed out financial sheets for CTC and Community Programs (attached). For CTC, our YTD budget is showing a deficit in expenses, primarily due to depreciation. We are looking to break even from a cash flow standpoint. The CTC budget is doing very well compared to last year and we continue to move in the right direction.

For Community Programs, our current deficit does include the budgeted expense for the new mental health initiatives. With that planned amount taken into account, we have a slightly favorable bottom line.

For both CTC and Community Programs, we have variances in personnel costs, specifically employee benefits. Those are somewhat out of our control but we want to make that up in other areas if we can.

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

ANDREWS/HYLAND moved to receive items 7 a-d and place on file.
Motion was carried unanimously.

8. Approval for New Non-Continuous Vendor Provider & New Provider Contract:

Please refer to the packet which includes this information.

ANDREWS/LAUNDRIE moved to receive item 8 and place on file.
Motion was carried unanimously.

10. Other Matters:

Executive Director Pritzl stated that Molly Hillmann, Contracts Manager, changed the information presented on providers to present more relevant information. Citizen Board Member Laundrie stated it was appreciated.

Next Meeting: Thursday, August 11, 2016
5:15 p.m. – Community Treatment Center Room 365

13. Adjourn Business Meeting:

HUXFORD/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:57 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

BROWN COUNTY HUMAN SERVICES

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Erik Pritzi Executive Director

To: Human Services Board
Human Services Committee

From: Erik Pritzi, Executive Director

Date: July 14, 2016

Re: Executive Director's Report

Activities since the last time the Human Services Board and Committee are summarized below by the primary division area of the department.

Community Programs

Behavioral Health

Mental Health Initiatives:

- The Request for Proposals (RFP) related to the Day Report Center has been closed, and proposals have been received. Scoring has been completed, and reference checks will be completed before the end of July.
- Department staff have drafted a guide and information associated with detoxification services. These are in the final review stage, and are targeted for distribution in July. One of the concepts includes utilizing our outpatient orientation group, substance abuse assessment, and Bay Haven Community Based Residential Facility for continued assessment and support for high relapse risk individuals.
- Mobile Crisis Expansion was approved previously, and the contracted provider, Family Services, has been successful in recruiting and filling all positions. We will monitor reports from Family Services for increasing mobile crisis contacts in the community.
- The department continues to evaluate the purchasing or provision of residential substance abuse treatment services.

Children, Youth and Families (CYF)

CYF Manager:

We are currently recruiting for a new Children, Youth and Families Manager. During this



interim period, Kevin Brennan (Child Protection Supervisor) has picked up interim duties related to the Child Protection area, and Nancy Fennema (Deputy Director) has picked up interim duties related to CABHU, Shelter Care and Juvenile Justice. Both individuals have taken these duties on in addition to their regular work, and I appreciate them for doing so.

Children's Mental Health:

There was an article in the Green Bay Press Gazette on July 10, 2016 related to children's mental health services, and the lack of local funding in Brown County for these services. I noted when contacted by the reporter that Brown County's numbers were surprising because we have increased services in this area, and now have an array that includes:

- Child, Adolescent Behavioral Health Unit (CABHU)
- Coordinated Services Teams
- Comprehensive Community Services
- Children's Long Term Support
- Birth to Three

There are likely other services specific to this population being provided through the Child Protection Unit and Juvenile Justice unit. Some of the service expansion has taken place after the reporting period used in the article (2014.) Expenses in this area could be reported for target groups or service codes that would not have been identified specifically as mental health. We are looking into this further.

Community Treatment Center

The utilization of the three units of the Community Treatment Center continues to be higher than 2015:

- The Nicolet Psychiatric Center unit is showing an average daily population of 11.3 for the year, with June's utilization slightly higher 12.7. We continue to see higher utilization by Brown County in 2016 (78%) vs. 2015 (67 %.)
- The Bay Haven CBRF unit had an average daily population of 4.5 in May, bringing the year to date average daily population to 3.7, which is just over the budgeted average of 3.6. This is a significant improvement over 2015, when the year to date average was 1.0 as of the end of June.

It is worth noting that the Community Treatment Center residential units have been working with some staff shortages due to position vacancies, and medical leaves. This has increased utilization of agency staff and overtime to meet the needs of residents.

General Department Updates

Pillars of Professional Leadership:

Our management team spent a considerable amount of time crafting this document (attached), that highlights our priorities as leaders. Through the discussions, we settled on the name of Pillars of Professional Leadership because we believe they support positive practice. As a group, we aspire to practice these pillars and encourage others to do the same. I thought it was important to include these with the report so that others could see what we are working on with respect to agency culture and leadership.

Pillars of Professional Leadership

Brown County Human Services leaders aspire to demonstrate:

Personal Accountability

Meet commitments by accurately assessing the necessary time and resources needed.
Acknowledge if you are unable to meet a deadline and convey to those affected with a revised plan for success.

Communication

Provide positive feedback, celebrate successes, address challenges or simply take time to listen and talk to improve comprehension and common understanding.

Integrity

Consistently conduct yourself with high ethical standards regardless of who is watching. Live up to your word, deliver on promises made and align your beliefs and actions.

Kindness

Practice the "Golden Rule" by treating others as you want to be treated. Be open, honest, and approachable, free from any pre-existing assumptions.

Fairness

Act impartially and honestly in accordance with accepted rules and standards.

Consistency

Be predictable in demeanor and approach across all program areas. Strive to create an environment where others know what to expect and are treated equitably.

Trustworthiness

Keep your promises and honor your commitments. Give others reason to rely on your words and actions, recognizing that trust can take a lifetime to build but only a moment to destroy.

Ethical Behavior

Embody personal moral principles and organizational standards expected of your professional discipline.

Empathy

Recognize and validate emotions in others and imagine what they are experiencing. Accept that each individual is unique and embrace differences.

Collaboration

Work with your peers, leaders, clients and community members in combining skills and resources towards fulfilling the department mission for the good of Brown County citizens.

By demonstrating these values, we promote a strong organizational culture; empower our workforce; and build a common shared purpose to achieve our goals.



Community Programs

Through 05/31/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year YTD
Fund 201 - CP									
REVENUE									
Property Taxes	16,249,887.00	.00	16,249,887.00	1,354,157.25	.00	6,770,786.25	9,479,100.75	42	6,275,313.35
Intergov Revenue	31,465,027.00	13,243.00	31,478,270.00	2,826,108.42	.00	13,449,762.84	18,028,507.16	43	32,690,554.99
Public Charges	2,183,021.00	30,500.00	2,213,521.00	198,265.98	.00	936,518.14	1,277,002.86	42	870,479.22
Miscellaneous Revenue	49,400.00	.00	49,400.00	(96,321.24)	.00	70,734.43	(21,334.43)	143	49,359.87
Other Funding Sources	530,500.00	(30,500.00)	500,000.00	41,666.00	.00	208,333.00	291,667.00	42	12,790.00
REVENUE TOTALS	\$50,477,835.00	\$13,243.00	\$50,491,078.00	\$4,323,876.41	\$0.00	\$21,436,134.66	\$29,054,943.34	42%	\$39,898,497.43
EXPENSE									
Personnel Costs	18,204,396.00	.00	18,204,396.00	1,634,290.88	.00	7,650,433.86	10,553,962.14	42	8,019,834.46
Operating Expenses	33,215,383.00	2,500.00	33,217,883.00	2,453,143.53	49,515.26	13,747,026.59	19,421,341.15	42	31,940,573.45
Outlay	.00	.00	.00	.00	.00	(165.00)	165.00	+++	13,267.90
EXPENSE TOTALS	\$51,419,779.00	\$2,500.00	\$51,422,279.00	\$4,087,434.41	\$49,515.26	\$21,397,295.45	\$29,975,468.29	42%	\$39,973,675.81
Net 201 - CP Totals	\$50,477,835.00	13,243.00	50,491,078.00	4,323,876.41	.00	21,436,134.66	29,054,943.34	42	39,898,497.43
Net 201 - CP Totals	\$51,419,779.00	2,500.00	51,422,279.00	4,087,434.41	49,515.26	21,397,295.45	29,975,468.29	42	39,973,675.81
Net 201 - CP Totals	(\$941,944.00)	\$10,743.00	(\$931,201.00)	\$236,442.00	(\$49,515.26)	\$38,839.21	(\$920,524.95)		(\$75,178.38)
Grand Totals									
REVENUE TOTALS	50,477,835.00	13,243.00	50,491,078.00	4,323,876.41	.00	21,436,134.66	29,054,943.34	42	39,898,497.43
EXPENSE TOTALS	51,419,779.00	2,500.00	51,422,279.00	4,087,434.41	49,515.26	21,397,295.45	29,975,468.29	42	39,973,675.81
Net 201 - CP Totals	(\$941,944.00)	\$10,743.00	(\$931,201.00)	\$236,442.00	(\$49,515.26)	\$38,839.21	(\$920,524.95)		(\$75,178.38)



Community Treatment Center

Through 05/31/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
FUND 630 - CTC									
REVENUE									
Property Taxes	2,797,019.00	.00	2,797,019.00	233,084.92	.00	1,165,424.60	1,631,594.40	42	1,074,284.60
Intergovernmental Revenue	4,006,480.00	.00	4,006,480.00	327,013.70	.00	1,684,182.08	2,322,297.92	42	1,253,833.82
Fees & Charges	3,826,594.00	.00	3,826,594.00	322,917.92	.00	1,577,599.36	2,248,994.64	41	1,387,033.61
Miscellaneous Revenue	1,569,820.00	.00	1,569,820.00	147,276.24	.00	748,529.58	821,290.42	48	570,690.05
Other Financing Sources	.00	6,397.00	6,397.00	.00	.00	6,397.20	(.20)	100	.00
REVENUE TOTALS	\$12,199,913.00	\$6,397.00	\$12,206,310.00	\$1,030,292.78	\$0.00	\$5,182,132.82	\$7,024,177.18	42%	\$4,285,842.08
EXPENSE									
Personnel Costs	8,825,562.00	6,397.00	8,831,959.00	830,791.82	.00	3,897,108.86	4,934,850.14	44	3,764,063.06
Operating Expenses	4,178,122.00	.00	4,178,122.00	346,651.61	.00	1,793,234.55	2,384,887.45	43	1,767,937.61
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	1,326.74
EXPENSE TOTALS	\$13,003,684.00	\$6,397.00	\$13,010,081.00	\$1,177,443.43	\$0.00	\$5,690,343.41	\$7,319,737.59	44%	\$5,533,327.41
FUND 630 - CTC Totals	\$12,199,913.00	\$6,397.00	\$12,206,310.00	\$1,030,292.78	\$0.00	\$5,182,132.82	\$7,024,177.18	42	\$4,285,842.08
REVENUE TOTALS	12,199,913.00	6,397.00	12,206,310.00	1,030,292.78	.00	5,182,132.82	7,024,177.18	42	4,285,842.08
EXPENSE TOTALS	13,003,684.00	6,397.00	13,010,081.00	1,177,443.43	.00	5,690,343.41	7,319,737.59	44	5,533,327.41
FUND 630 - CTC Totals	(\$803,771.00)	\$0.00	(\$803,771.00)	(\$147,150.65)	\$0.00	(\$508,210.59)	(\$295,560.41)		(\$1,247,485.33)